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Kolkata 700 072 Tel. 2212 7500 Fax No.22127960 e mail ez\_engineering@licindia.com

**EMPANELMENT OF AGENCIES / CONTRACTORS FOR SUPPLY &  
INSTALLATION OF MODULAR FURNITURE & CHAIR**

L.I.C of India intends to empanel reputed agencies for its Offices in West Bengal and North Eastern States for **Supply and Installation of Modular Furniture & Chairs up to Rs 50 Lac. and Rs 15 Lac respectively.**

Filled in application in the prescribed enrolment form to be down loaded from [www.licindia.in/tender\\_notice.htm](http://www.licindia.in/tender_notice.htm) and to be submitted on or before **02.02.2010** along with non refundable processing fee of Rs. 500/- in the form Demand draft payable at Kolkata favoring 'LIC Of India' to the Chief Engineer at the address mentioned above. Chief Engineer reserves the rights to reject/issue of enrolment forms/tender to any agency / Contractor at his sole Discretion without assigning any reason whatsoever.

**Date: 18.01.2010**

**CHIEF ENGINEER**



## **EMPANELLMENT OF SUPPLIERS/AGENCIES FOR MODULAR FURNITURE AND CHAIR**

Life Insurance Corporation of India intends to invite applications from reputed manufacturers cum suppliers for **Supply and Installation of Modular Furniture & Chairs up to Rs 50 Lac. and Rs 15 Lac respectively.**

Agencies who are executing similar type jobs may apply for enlistment for its Offices in West Bengal and North Eastern States under Eastern Zonal Office Kolkata.

### **A. Modular Furniture for its Offices**

SI.No.	Pre-Qualification Criteria	Per Branch office or similar office Rs. in Lac	Per Divisional Office or similar office Rs. In Lac
	Approx. cost of Supply and Installation of Modular Furniture	<b>20</b>	<b>60</b>
<b>1</b>	Minimum Solvency	<b>4</b>	<b>12</b>
<b>2</b>	Average Annual Turnover in last 4 years	<b>20</b>	<b>60</b>
<b>3</b>	Minimum Value of Single work completed in last 4 years of similar nature	<b>12</b>	<b>36</b>

### **B. Supply of Chairs for its Offices**

SI.No.	Pre-Qualification Criteria	Per Branch office or similar office Rs. in Lac	Per Divisional Office or similar office Rs. In Lac
	Approx. cost of Supply and Installation of Modular Furniture	<b>5</b>	<b>15</b>
<b>1</b>	Minimum Solvency	<b>1</b>	<b>3</b>
<b>2</b>	Average Annual Turnover in last 4 years	<b>5</b>	<b>15</b>
<b>3</b>	Minimum Value of Single work completed in last 4 years of similar nature	<b>3</b>	<b>9</b>

**NOTE: For working contractors/agencies of LIC of India, the above criteria will be relaxed by 25%. Only reputed Brand Manufacturers cum suppliers having ISO Certification in relevant fields and service centers across West Bengal and all states under North Eastern parts of India shall apply.**

**The agencies already enrolled with LIC also have to apply afresh.**

The agencies fulfilling the above criteria, **having registered with the Central excise authority for service tax** and who have experience in similar nature of works in Govt., Semi Govt, Public Sector Undertakings & other reputed organisations and having requisite qualification as per details given above may apply in prescribed enrollment form down loaded from our web site on or before **02.02.2010**.

The filled in Enrolment form along with enclosures specifying the each category and value shall be submitted on or before **02.02.2010** at our office as under:

**The Chief Engineer,  
LIC of India,  
Eastern Zonal Office,  
4<sup>th</sup> Floor, Hindustan Building,  
4 Chitranjan Avenue  
Kolkata 700 072**

Chief Engineer reserves the right to issue / reject the application of any agency / contractor at his sole discretion without assigning any reasons therefore.

**Date: 18.01.2010**

**CHIEF ENGINEER**

**Note:**

- 1. The agencies who are already enlisted earlier for LIC of India, Eastern Zone or any of LIC offices in India shall be required to apply afresh for empanelment.**
2. The agencies are required to submit the required information in the relevant columns along with documentary proof.
3. The agencies are required to submit the details of their manufacturing units along with sales/service point details.
4. The agencies are required to submit the documentary proof for the required value mentioned in the relevant columns in the paper advt.
5. LIC of India reserves right to empanel only such agency which fulfills qualifying criteria, previous employers' confidential reports, satisfactory performance as assessed by LIC of India based on inspection of agency's works carried out etc.,
6. LIC of India reserves the right to issue tenders to only selected list of agencies from the empanelled list based on requirement, work exigencies time to time etc.

## **INSTRUCTIONS FOR FILLING & SUBMISSION OF ENROLMENT FORM**

Filled in Enrolment form shall be submitted to:
<b>The Chief Engineer, LIC of India, Eastern Zonal Office, 4<sup>th</sup> Floor, Hindustan Building, 4 Chitranjan Avenue Kolkata 700 072 Tel. 2212 7500 Fax No.22127960 e mail: ez_engineering@licindia.com</b>

The Enrolment Form along with the **Annexures A to D** shall be completely filled in all respects and to be submitted on or before **02.02.2010** along with these instructions for filling & submission of Enrolment Form. Please note that no consideration will be given for postal delays.

1. Contractors to note that all particulars required as per the form and Annexure shall be filled in completely in relevant blanks strictly as per the format.
2. The forms not submitted strictly as per the above instructions within stipulated period are liable to be rejected.
3. The eligible contractors who will be selected for issue of tenders after scrutiny of enrolment forms shall be informed by a letter. Please note that no enquiries or correspondence regarding the selection for issue of tenders shall be entertained.
4. Latest Solvency Certificate from any Nationalised / Scheduled Bank for minimum amount of 20 % of estimated cost as per advertisement should be submitted along with Enrolment Form.
5. The contractors are advised to follow the instructions given below :-
  - (a) Enrolment Form shall be filled-up in clean handwriting in capital letters or typed.
  - (b) Full address of the site of work, owner or authority under whom the works have been carried out should be given (Please refer Annexure 'A' & 'B')
  - (c) The contractors should ensure to submit the satisfactory Completion Certificate giving the value of work, year of completion and it should also tally with the value of final bill in Annexure 'A'.
6. Please note that the submission of this enrolment form does not confer any right on you to claim issue of tenders and the Chief Engineer reserves the right not to issue tender to any/all applicants without assigning any reason whatsoever.

**Signature of Contractor**

Encl : **Enrolment Form with Annexures 'A' to 'D'**

**FORM FOR EMPANELMENT OF CONTRACTORS/AGENCIES FOR SUPPLY & INSTALLATION OF MODULAR FURNITURE, SUPPLY OF CHAIRS**

Sl. No.	Query		Answer	
1.	Name of the firm	:		
2.	Address	:		
3.	PAN No.-----TIN No.-----VAT Registration No.----- Service Tax No.....(Photocopies to be enclosed)			
4.	Telephone Number	Office	:	
		Residence	:	
		Fax No., if any	:	
		E-mail, if any	:	
5.	Month and year in which the firm was established in present name	:		
6.	Particulars of old firm(if present firm is new), if main partners of the present firm were working as construction contractors, in some other name in the past (The partnership deed of old firm be enclosed)	:		
7.	Particulars of sister construction firms if any	:		
8.	Has the applicant or his partners or Directors been black listed in the past by any Central or State Government Deptt./ Organisation	:		
9. i)	Annual Turn Over for last four years (enclose documentary evidence or proof to support figures)	:	Year	Rs. in Lac
			i) 2005-06	
			ii) 2006-07	
			iii) 2007-08	
			iv) 2008-09	
ii)	What evidence of proof is enclosed to support the amounts of yearly turnover (Annexure-D)	:		

Sl. No.	Query		Answer
10. i)	Name and complete postal address of bankers(Please fill the particulars in Annexure-D)	:	
ii)	Enclose solvency certificate indicating amount	:	
11.	Details of Manufacturing unit with complete address	:	
12.	Types of modular furniture with technical details like MS powder coated/GI or aluminium frame with Pre-laminated boards or if any	:	
12.	Details of ISO certification along with proof documents	:	

Note: The Contractors/Agencies are needed to fill up the following particulars in the attached Annexures along with Enrolment form.

Annexure – A	:	List of Major works carried out during last four years
Annexure – B	:	List of works in hand/ In progress
Annexure – C	:	Details and Proof of Yearly Turn over particulars

### DECLARATION

I/We agree to notify the officer accepting this application and registering my/our names on list of contractors of Life Insurance Corporation of India, of any changes in the foregoing particulars as and when they occur and to verify and confirm these annually on 1<sup>st</sup> January.

I/We understand and agree that the appropriate Life Insurance Corporation of India Authority has the right as he may decide, not to issue tender form in any particular case and also to suspend, remove or blacklist my/our name from Life Insurance Corporation of India list of contractors in the event of my/our submitting non-bonafide tenders or for technical or other delinquency in regard to which the decision of appropriate Life Insurance Corporation of India Authority shall be final and conclusive.

I/We certify that the particulars furnished in the enrolment forms are correct and that should it be found that I/We have given a false certificate or that if I/We fail to notify the fact of my/our subsequent amalgamation with another contractor or firm, the Life Insurance Corporation of India may remove my/our name from the list of contractors and any contract that I/We may be holding at the time may be rescinded.

**PLACE :**

**DATE :**

**SIGNATURE OF CONTRACTOR**

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**: FOR OFFICE USE ONLY :**

ENROLMENT FORM NO.....ISSUED TO.....

NOTE : THE FILLED IN ENROLMENT FORM SHOULD REACH IN THE OFFICE ON OR BEFORE

**SIGNATURE OF ISSUING OFFICER**

**ANNEXURE-A**

**LIST OF MAJOR SUPPLIES AND INSTALLATIONS AND WORKS COMPLETED DURING LAST FOUR YEARS**

Sl. No.	Name and Complete Postal Address of			Work Order/ Work Completion certificate			Value of work as per final bill Rs. in Lacs	Commence ment of work month & year	Completion of work month & year	Penalty levied for delay of completion, if any
	Site of work & Nature of work	Owner	Authority under whom work was carried out	Ref. No. & Date	Contract Amount (Rs. in Lacs)	Is copy enclosed ?				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)

NOTE : To enable us to process your application quickly, please ensure that complete Postal Address including Pin Code and Telephone Numbers / Fax Numbers / E-mail Address etc. are furnished under Column No.s.2, 3 & 4 above. Please do not write “ **Enclosed**” in the above columns.

**SIGNATURE OF CONTRACTOR**

## ANNEXURE-B

## LIFE INSURANCE CORPORATION OF INDIA

## LIST OF WORKS IN HAND/IN PROGRESS

Sl. No.	Name and Complete Postal Address of			Work Order			Date of commencement of work	Scheduled date of completion of work	Progress and expected date of completion and reasons for delay, if any
	Site of work & Nature of work	Owner	Authority under whom work was carried out	Ref. No. & Date	Amount (Rs. in Lacs)	Is copy enclosed			
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)

NOTE : To enable us to process your application quickly, please ensure that complete Postal Address including Pin Code and Telephone Numbers / Fax Numbers / E-mail Address etc. are furnished under Column No.s.2, 3 & 4 above. Please do not write “**Enclosed**” in the above columns.

SIGNATURE OF CONTRACTOR

**ANNEXURE-C****LIFE INSURANCE CORPORATION OF INDIA  
ANNUAL TURNOVER FOR THE LAST FOUR YEARS**

Sl. No.	Financial Year	Total contract amount received	IT returns filed/assessed enclosed Yes/No	C.A.R. copy enclosed Yes/No	Name of work & Department	Is copy enclosed	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
1.	2005-2006						
2.	2006-2007						
3.	2007-2008						
4.	2008-2009						

**SIGNATURE OF CONTRACTOR**

ENROLMENT CHECKLIST

**CHECKLIST FOR ENROLMENT FOR SUPPLY & INSTALLATION OF MODULAR FURNITURE,  
SUPPLY OF CHAIRS**

Sl.No.	Description of Enclosure	Refer item of form	Enclosed/Not Enclosed
1.	*Annexure A (as supplied)	List of major works completed during last 4years	
2.	*Annexure B (as supplied)	List of work in hand/In Progress	
3.	Annexure C (as supplied)	9(ii) [Proof of Yearly turnover]	
4.	Solvency Certificate	10(ii)	
5.	*Copies of work order		

**PLACE :**

**DATE :**

**SIGNATURE OF CONTRACTOR**